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CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
23 June 1978

1205 hours - 1720 hours

ATTENDEES

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1. There were no changes to the agenda for the 23 June 1978 meeting.
2. The review of the minutes was put off to a later date. Portions of the minutes of the 30 May - 1 June meeting were used to complete actions on Items 2, 3, and 4 of the agenda.
3. The ORD/CSP Charter was modified and the following changes were made:
 - a. Item 2. ORGANIZATION was changed to read:
 - a. The ORD Career Service Panel will consist of the following members:
 - (1) Ex Officio Member Director (DELETE)
 - (2) Permanent Members
 - a. Chairman (Director/ORD)
 - b. Deputy Director/ORD
 - c. Executive Officer/ORD
 - d. Division Chiefs
 - e. Such other permanent members as designated by the D/ORD
 - (4) Remains the same

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b. Item 3. RESPONSIBILITY was changed to read:

It will be the responsibility of the ORD/CSP to consider the career management matters, to monitor the application and functions of the CIA personnel program as it applies to the personnel in ORD with "R" Career Service Designations and to also consider actions for other than "R" Career Service personnel. The CSP may delegate some of these responsibilities and duties to subpanels or committees.

c. Item 5. PROCEDURES was changed to read:

a. Meetings will be at the call of the Chairman.

d. Other revisions will be made to the ORD/CSP Charter at a future CSP meeting. (A copy of the Charter including the revisions made is attached.)

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4. [] stated that as of 31 May 1978, ORD had headroom for

5. The statistics on GS-15 slot opportunities was as follows:

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[] Vacant GS-15 slots
GS-15 slots encumbered by GS-14's
Opportunities to promote GS-14's to GS-15's.

6. The ORD/CSP ranked the GS-14's in the order that the members thought the promotions should be made and the results are as follows:

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Name	<u>Time in Grade</u>
[]	3 yrs., 2 months
	2 yrs.
	2 yrs. in another Agency - 11 months - CIA
	1 yr., 11 months
	2 yrs., 10 months
	3 yrs., 2 months

(Ranking Worksheet attached.)

7. ACTION : Recommendation for Promotion -
[] DPR/ORD
GS-14 to GS-15

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MAJORITY: Concurred to promote [] immediately to a GS-15.

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8. ACTION : Recommendation for Promotion -
[redacted] SPS/ORD
GS-14 to GS-15

MAJORITY: Concurred to promote [redacted] immediately to
GS-15.

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9. ACTION : Recommendation for Promotion -
[redacted] AMR/ORD
GS-13 to GS-14

MAJORITY: Concurred to promote [redacted] immediately to
a GS-14.

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10. ACTION : Recommendation for Promotion -
[redacted] DPR/ORD
GS-12 to GS-13

MAJORITY: Concurred to promote [redacted] immediately to
a GS-13.

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11. The Division Chiefs concerned with the promotion decisions above were requested to submit the necessary paper work.

12. The ORD/CSP members discussed the need for an influx of a high level of competence in new ORD employees. The Division Chiefs were asked to follow the schedule below when considering potential employees for ORD.

a. Provide substantive information and talk with the D/ORD on the applicant.

b. Review of the applicant's file by all ORD Division Chiefs and supply comments.

c. Return to D/ORD with all comments and approval or disapproval to hire.

d. Decision made by D/ORD on the applicant.

13. The ORD/CSP worked out a chart on ORD on-board strength as of 23 June 1978, the proposed new staffing complement and the interim staffing complement. They also reviewed the in-hire situation and recruitment requirements for ORD. (See attachments.)

14. The Chairman of the Panel reviewed the in-hires and recruitment plans. (See attachment.)

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